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School Name and Address

### **REFUND POLICY**

It is understood and agreed that the following refund policy will be applied to veterans and other eligible persons:

In the event the veteran or other eligible person fails to enter the course, or withdraws, or is discontinued therefrom at any time prior to completion of the approved program length for VA students, the amount charged to the student for tuition, fees, and other charges for the completed portion of the course shall not exceed \$10.00 (only if a registration fee is charged) plus the approximate pro rata portion of the total charges for tuition, fees, and other charges that the length of the completed portion of the course bears to its total length. The completed portion is the total number of days the student was scheduled to attend (from first to last date of attendance) multiplied by the scheduled hours of attendance per day.

Refunds will be totally consummated within forty (40) days after termination.

**(See attached VA Refund Worksheet)**

I certify that the information on this form (and/or attachment) is true and correct to the best of my knowledge and belief.

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**Signature of Authorized School Official**

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**Date**

**VA REFUND WORKSHEET (Ref. 38 CFR 21.4254, 21.4255)**

(Read instructions on back before completing)

SCHOOL \_\_\_\_\_ PROGRAM \_\_\_\_\_  
 STUDENT \_\_\_\_\_ SSN \_\_\_\_\_ PHONE # \_\_\_\_\_  
 ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE/ZIP \_\_\_\_\_

Tuition \_\_\_\_\_ + \*Registration/Application Fee \_\_\_\_\_ = TOTAL \_\_\_\_\_

*\*(if less than \$10.00, do not include in Total Program Cost)*

*\*(if more than \$10.00, do include in Total and subtract \$10.00 not subject to proration for Total Program Cost)*

TOTAL PROGRAM COST \_\_\_\_\_ ÷ TOTAL PROGRAM CLOCK HOURS \_\_\_\_\_ COST PER CLOCK HOUR \_\_\_\_\_

*The following should be taken from the official school attendance record:*

ENROLLMENT DATE _____	DAYS PER WEEK SCHEDULED _____
FIRST DATE OF ATTENDANCE _____	<b>HOURS PER DAY SCHEDULED (A)</b> _____
LAST DATE OF ATTENDANCE _____	TOTAL HOURS PER WEEK SCHEDULED _____
<b>TOTAL DAYS SCHEDULED (B)</b> _____	<i>(must be from the approved catalog)</i>

TOTAL HOURS OF SCHEDULED ATTENDANCE (A) X (B) (through last day of attendance) \_\_\_\_\_

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|--|------------|
| 1. Total tuition earned by the school<br>Total hours of attendance scheduled _____ X Cost Per Clock Hour \$_____   | 1. \$_____ |
| 2. If registration/application fee is <i>less than \$10.00</i> , enter actual amount<br>If registration/application fee is <i>more than \$10.00</i> , enter \$10.00 (portion not prorated)   | 2. \$_____ |
| 3. Total of other charges separate from Total Program Cost<br><i>(must be identified in the approved catalog and documented on the ledger)</i><br>Books _____ <i>(student must acknowledge receipt)</i><br>Lab Fees _____<br>Supplies _____ <i>(student must acknowledge receipt)</i><br>Miscellaneous _____ | 3. \$_____ |
| 4. TOTAL EARNED BY THE SCHOOL (Add 1, 2, 3)  | 4. \$_____ |
| 5. TOTAL PAID BY THE STUDENT (Reg/Appl Fee, Tuition, Fees, etc.)   | 5. \$_____ |
| 6. REFUND DUE TO STUDENT/FUNDING SOURCE (If 5 is greater than 4)   | 6. \$_____ |
| 7. BALANCE DUE THE SCHOOL (If 4 is greater than 5)   | 7. \$_____ |
| 8. REFUND PAID WITHIN 40 DAYS AFTER LAST DATE OF ATTENDANCE _____ YES _____ NO   |            |
| CHECK NO. or EFT NOTATION _____ CHECK AMOUNT(S) _____  |            |
| CHECK NO. or EFT NOTATION _____ CHECK AMOUNT(S) _____  |            |
| CHECK NO. or EFT NOTATION _____ CHECK AMOUNT(S) _____  |            |

COMPUTED BY \_\_\_\_\_ DATE \_\_\_\_\_

## INSTRUCTIONS

### Reminders:

- The program certified should be identified on the school's approval notice.
- The first date of attendance should have been correctly certified on VAF 22-1999.
- The last date of attendance should have been correctly reported on VAF 22-1999b.
- Scheduled hours of attendance must be taken from the period attended and not the entire period certified.
- A refund should not be processed for a student on an approved leave of absence.
- Prior credit awarded/cost should be entered on the financial ledger

### Definition of Terms

Total Program Cost - may include more than one type of cost if listed this way in the approved catalog. If Total Program Cost is not inclusive, see Line 3 for specific charges.

Total Program Clock Hours - amount should reflect only the hours listed in the approved catalog.

Cost Per Clock Hour - Total Program Cost divided by Total Clock Hours.

Total Hours of Scheduled Attendance - for the purpose of VA refund calculations, this is the total number of days that the student was scheduled to attend (from the first to the last date of attendance) **multiplied** by the hours of attendance per day scheduled. This figure will yield the total clock hours scheduled listed in Line 1. **DO NOT USE TOTAL HOURS SCHEDULED FOR THE ENTIRE PROGRAM IN THIS CALCULATION.**

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Line 1: Total Tuition Earned by the School - the total clock hours *scheduled* should be taken directly from the school's official attendance record and the approved catalog schedule.

Line 2: 38 CFR 21.4255(a)(1) allows for proration of registration fee amounts that exceed \$10.00.

Line 3: If these items/amounts are included in the Tuition, do not list. Otherwise, list only those items actually charged to the student and documented on the ledger. All charges must be identified in the approved catalog.

Line 4: School is not entitled to charges beyond this amount.

Line 5: This total should include ALL payments from the student or funding source and should agree with the financial ledger.

Line 6: If the student/funding source has paid more than the school has earned, a refund is due.

Line 7: If the student/funding source has paid less than the school has earned, a balance is due the school.

Line 8: Refund must be paid within the specified amount of time or it is considered late.